

## Privacy Notice (How we use pupil information)

### The categories of pupil information that we collect, hold and share include (where applicable):

- Personal information (such as name, data of birth, unique pupil number and address)
- Characteristics (such as disability, ethnicity, gender, language, and free school meal eligibility)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Assessment information (including internal and external results)
- Student support information
- Relevant medical information
- Special educational needs information
- Exclusions / behaviour information
- Post 16 & 18 learning information
- Information relating to episodes of being a child in need (such as referral information, assessment information, Section 47 information, Initial Child Protection information and Child Protection Plan information)
- Episodes of being looked after (such as important dates, information on placements)
- Outcomes for looked after children (such as whether health and dental assessments are up to date, strengths and difficulties questionnaire scores and offending)
- Care leavers (such as their activity and what type of accommodation they have)

### Why we collect and use this information

We use the pupil data:

- to support pupil learning
- to monitor and report on pupil progress
- to provide appropriate pastoral care
- to help us identify pupils when they arrive at school – especially during official exams.
- to assess the quality of our services
- evaluate and improve our policies on children's social care
- to comply with the law regarding data sharing

### The lawful basis on which we use this information

We collect and use pupil information, including information on children looked after, in line with Article 6 and Article 9 of the GDPR. The school carries out an extensive data mapping process in which we analyse and justify: the need and lawful basis to collect information; the manner in which the information is secured and stored; who that information is shared with; and how long we retain that information. On the school web site you will find a list of organisations which we share your data with – all these organisations confirm that they

comply with the appropriate elements of GDPR. In addition, all pupils at this school and their parents will be asked to complete a document of consent to allow permission for the school to share specific elements of your data to support you during your time at Whitley Bay High School.

## **Collecting pupil information**

Whilst the majority of pupil information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, and where we have no mandatory requirement to gather or use your data, the school will seek your consent for any data we wish to gather and process.

## **Storing pupil data**

We hold pupil data until the pupil's 25<sup>th</sup> birthday as we have a legal obligation to retain some key information until this point.

## **Who we share pupil information with**

We routinely share pupil information with:

- schools that the pupils attend after leaving us
- our local authority
- the Department for Education (DfE)
- external agencies to support students during their time in education where this is in the student's vital or legal interest.
- external companies to support students and the running of the school - Please see the full current list on our web site – <https://www.whitleybayhighschool.org/lower-school/gdpr>

## **Why we share pupil information**

We do not share information about our pupils with anyone without consent unless the law and our policies allow us to do so.

We share pupils' data with the Department for Education (DfE) on a statutory basis. This data sharing underpins school funding and educational attainment policy and monitoring.

We are required to share information about our pupils with our local authority (LA) and the Department for Education (DfE) under section 3 of The Education (Information About Individual Pupils) (England) Regulations 2013.

## **Data collection requirements:**

To find out more about the data collection requirements placed on us by the Department for Education (for example; via the school census) go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

## Youth support services

### Pupils aged 13+

As all of our pupils are aged 13 or above, we also pass pupil information to our local authority and / or provider of youth support services as they have responsibilities in relation to the education or training of 13-19 year olds under section 507B of the Education Act 1996.

This enables them to provide services as follows:

- youth support services
- careers advisers
- education and training providers (for pupils aged 16+)

A parent or guardian can request that **only** their child's name, address and date of birth is passed to their local authority or provider of youth support services by informing us. This right is transferred to the child / pupil once he/she reaches the age 16.

For more information about services for young people, please visit our local authority website.

### The National Pupil Database (NPD)

The NPD is owned and managed by the Department for Education and contains information about pupils in schools in England. It provides invaluable evidence on educational performance to inform independent research, as well as studies commissioned by the Department. It is held in electronic format for statistical purposes. This information is securely collected from a range of sources including schools, local authorities and awarding bodies.

We are required by law, to provide information about our pupils to the DfE as part of statutory data collections such as the school census. Some of this information is then stored in the NPD. The law that allows this is the Education (Information About Individual Pupils) (England) Regulations 2013.

To find out more about the NPD, go to

<https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>.

The department may share information about our pupils from the NPD with third parties who promote the education or well-being of children in England by:

- conducting research or analysis
- producing statistics
- providing information, advice or guidance

The Department has robust processes in place to ensure the confidentiality of our data is maintained and there are stringent controls in place regarding access and use of the data. Decisions on whether DfE releases data to third parties are subject to a strict approval process and based on a detailed assessment of:

- who is requesting the data
- the purpose for which it is required
- the level and sensitivity of data requested: and
- the arrangements in place to store and handle the data

To be granted access to pupil information, organisations must comply with strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data.

For more information about the department's data sharing process, please visit:

<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

For information about which organisations the department has provided pupil information, (and for which project), please visit the following website:

<https://www.gov.uk/government/publications/national-pupil-database-requests-received>

To contact DfE: <https://www.gov.uk/contact-dfe>

## Requesting access to your personal data

Under data protection legislation, parents and pupils have the right to request access to information about them that we hold. This is requested through a process called 'Subject Access Request'. Please contact the Data Protection Officer for more information on this.

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations
- have your data erased – note: while enrolled at the school we are legally obliged to keep certain data on students – this legal obligation continues for certain time frames once you leave. Data erasure will therefore only be possible where we have no legal basis to keep your data.

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

## Contact

If you would like to discuss anything in this privacy notice, please contact our Data Protection Officer – Mr Peter Lilley – [peter.lilley@whitleybayhighschool.org](mailto:peter.lilley@whitleybayhighschool.org).